



City of Rockville

CONFIDENTIAL MEMORANDUM

TO: Carlos Vargas, Human Resources Administrator

FROM:

SUBJECT: Request to Telework

I am requesting that I be considered to participate in the City of Rockville's Teleworking Program. Although certain aspects of my job required that I work from my City office, there are other duties that can be accomplished from my home office.

Proposed schedule_

Remote office description-

How the City will know I am working-

How I can be reached-

If I am needed at the office-

Childcare, elder care and other non-work related obligations-

Impact on the family-

Impact on Co-Workers-